



RESOLUTION
(34 - 2014)

**A RESOLUTION OF THE FAIRVIEW CITY COUNCIL AUTHORIZING THE CITY
ADMINISTRATOR TO SIGN THE 2014-15 CONTRACT RENEWAL WITH
PORTLAND HABILITATION CENTER, INC. FOR JANITORIAL SERVICES.**

WHEREAS, the City contracts with Portland Habilitation Center (PHC) for janitorial services; and

WHEREAS, the contract renews each year to facilitate cost of living increases; and

WHEREAS, the cost increase for Fiscal Year 2014-15 is 2.9% (\$775 for the year); and

WHEREAS, the city has found the janitorial services provided to city hall and the community center to be exceptional and desires to renew the contract with PHC.

**NOW, THEREFORE, BE IT RESOLVED BY THE FAIRVIEW CITY COUNCIL AS
FOLLOWS:**

Section 1 The City Council hereby authorizes the City Administrator to sign the 2014-15 Contract for Janitorial Services with Portland Habilitation Center, Inc. attached as Exhibit A.

Section 2 This resolution is and shall be effective from the day of its passage.

Resolution adopted by the City Council of the City of Fairview, this 2nd day of July, 2014.

Mayor, City of Fairview
Mike Weatherby

ATTEST

City Recorder, City of Fairview
Devree Leymaster



April 11, 2014

Mr. Allan Berry, PE
Director, Public Works Department
City of Fairview
1300 NE Village Street
Fairview, Oregon 97024

**RE: Janitorial Services at City of Fairview, Renewal Proposal for the
Period of Performance: July 1, 2014 through June 30, 2015**

Dear Mr. Berry:

As you may know, the Contract referenced above is due for annual review. We are very interested in renewing this Contract, and present the following proposal.

We have presumed there are no changes to the current Statement of Work. Our price change request is the result of an increase in wages and benefits, in accordance with the Janitorial Collective Bargaining Agreement (summary attached). These changes result in an overall combined increase of 2.95% above the current pricing to the proposed pricing of:

Site	Current Price		Proposed Pricing	
	Month	Year	Month	Year
City Hall	\$2,051.62	\$24,619.44	\$2,112.68	\$25,352.16
Community Center	\$137.17	\$1,646.04	\$140.73	\$1,688.76
Combined	\$2,188.79	\$26,265.48	\$2,253.41	\$27,040.92

Eff 7/1 our additional janitorial services hourly rates will be: \$28.00/hour (on as as-ordered basis) .
\$33.50/hour (overtime, weekends and holidays)
Materials will be charged-back, as required.

Please note that our costing is based on observing the following Union holidays: New Year's Day, Martin Luther King, Jr.'s Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. If one of these holidays falls on Saturday, it will be observed on Friday, and if it falls on Sunday, it will be observed on Monday. PHC will be at your buildings to provide services, as defined by this Contract, on other than the above-listed days.

If acceptable, please sign and return the Department of Administrative Services' (DAS) Request for Price Approval Form, either electronically or fax to 503-542-3948. We will then send it to DAS, along with the required Costing Workbook, for their final approval and signature.

Please let me know if you have any questions or need additional information concerning this matter.

As always, we greatly appreciate your business and continued support of our mission to provide training and employment opportunities to people with disabilities.

Sincerely,

Therese M. McLain
Contracts & Communications Director

TMM:keg
Attachments



DEPARTMENT OF ADMINISTRATIVE SERVICES
Request for Price Approval

For Janitorial Services, Contract # _____
(Product or Service)

Total Price: \$27,040.92, per year (7/1/2014-6/30/2015) (month,
year, each, doz.)

Requesting Agency: City of Fairview

Requesting QRF: Portland Habilitation Center, Inc.

**Agency and QRF agree the proposed price and supporting
documentation meets the requirements of OAR 125-055-0030.**

_____, date: _____
Authorized Agency Signature

_____, phone # _____
Email Address

, date: April 14, 2014
Authorized QRF Signature

c/o Therese McLain; TMcLain@phcnw.com, phone # 503-261-1266, ext 196
Email Address

**DAS has reviewed the submitted documentation supporting the price
offered by the QRF and approves the price for procurement of the
above stated product or service in accordance with OAR 125-055-0030.**

_____, date: _____
DAS QRF Coordinator

FAIRVIEW CITY HALL BUILDING ROUTINE CLEANING SCOPE OF WORK

GENERAL DAILY SERVICES

- Clean fingerprints and marks from entrance glass doors, door jams, and interior windows.
- Sweep the outside landing in front of the main double entry doors.
- Vacuum all interior entry floor mats.
- Dust office furniture, counter tops, ledges, handrails, picture frames, telephones, computer monitors, mini-blinds, etc.
- Empty all waste baskets/replace liners in wastebaskets as needed.
- Empty outside ashtrays.
- Spot-clean walls, glass, doors, doorframes and partitions.
- Vacuum the carpet in common areas, stairwells, and other high traffic areas including wall-off mats.
- Spot clean carpet areas.
- Lobby floors- sweep and dust mop.
- Lobby doors- clean inside and out, including door handles.
- Damp mop or wet mop as needed any hallway, kitchens, linoleum floored areas.
- Clean and vacuum elevator and spot clean elevator walls, doors, panels, and tracks.
- Wash and polish drinking fountains.
- Empty exterior trash cans near doors.

DAILY RESTROOM, LOCKER ROOM, AND HOLDING CELL SERVICE

- Empty all waste paper receptacles and replace liners as necessary.
- Empty any other waste receptacles in restrooms.
- Polish all metal and mirrors.
- Clean and disinfect countertops, washbasins, toilet bowls and urinals.
- Disinfect underside and tops of toilet seats.
- Clean floors with germicidal solution; clean tile walls and toilet partitions.
- Clean all dispensers.
- Refill soap, towel, tissue, and seat cover dispensers.
- Stock sanitary pad containers.
- Wipe and disinfect door handles.

DAILY STAFF KITCHENS SERVICE

- Clean and wet-mop floor.
- Wash and clean sink, tabletops, chairs, kitchen counters, inside and outside of microwaves, outside of refrigerators.
- Stock soap dispenser and paper towel holders.

WEEKLY SERVICE

- High and low dusting, dust ledges and windowsills. Dusting to include workstations and partition tops. Includes stairwell ledges, tops of bookshelves.
- Thoroughly vacuum upholstered furniture in chambers, conference rooms, private offices and public areas. Spot clean as needed..
- Thoroughly vacuum chambers on Tuesday nights.
- Spot clean walls and doors.
- Dust levolor blinds in office areas.
- Sweep/vacuum stairways, clean hand railings in stairways.
- Dust ledges, blinds in the staff kitchen area. Dust on top of equipment and shelves.
- Buff all of the linoleum floors.
- Clean Police locker room shower.
- Clean Police Holding facility (mostly concrete).
- Clean Police Locker room.
- Sweep and mop police area outside of holding cell (VCT flooring).

MONTHLY SERVICE

- Machine scrub tile floors throughout building.
- Clean and mop lobby floors on first floor
- Damp wipe door jams.
- Clean and disinfect telephones.
- Sweep and mop VCT floors in storage areas (second floor).

QUARTERLY SERVICE

- Strip and wax the linoleum floors in storage areas, staff kitchens, and meeting rooms.
- Wash walls.
- Clean air supply and exhaust fans/vents in restrooms, kitchens, offices.

SEMI- ANNUAL SERVICE

- Strip and wax linoleum floors in restrooms.

FAIRVIEW COMMUNITY CENTER BUILDING ROUTINE CLEANING SCOPE OF WORK

GENERAL WEEKLY SERVICES

- Clean fingerprints and marks from entrance glass doors & door jams.
- Sweep the outside landing, stairs, and ADA ramp leading to the main entrances.
- Vacuum all interior entry floor mats.
- Thoroughly vacuum downstairs.
- Dust ledges and window seals.
- Dust vertical blinds (upstairs).
- Spot clean walls and doors.
- Clean and polish drinking fountains (upstairs).
- Clean and wet-mop hard wood floor (upstairs).
- Clean and wet-mop floor (back hallway, entry hall, and meeting room upstairs).

RESTROOM SERVICE

- Empty all waste paper receptacles and replace liners as necessary and stock extra liners.
- Polish all metal and mirrors.
- Clean and disinfect washbasins and toilet bowls.
- Disinfect underside and tops of toilet seats.
- Clean floors with germicidal solution.
- Clean all dispensers.
- Refill soap, towel, tissue, and seat cover dispensers.

KITCHEN SERVICE

- Wash and clean sink, kitchen counters, inside and outside of microwaves, inside and outside of refrigerators, clean and polish stove tops and exterior oven doors; and wipe down coffee pot (upstairs).
- Note: any items in the refrigerator or freezer should be thrown away.
- Empty waste receptacles and replace liners as necessary. Stock extra liners.
- Clean and wet-mop floor.

QUARTERLY SERVICES

- Clean ovens (self cleaning; wipe down after).
- Wash walls.
- Clean air supply and exhaust fans/vents in restrooms and kitchens.
- Strip and wax all linoleum floors (storage areas, kitchens, restrooms, and back hallway, entry hall and meeting room upstairs).
- Clean, buff and polish wood floor (upstairs).

**JANITORIAL UNION (SEIU, LOCAL 49)
WAGE AND BENEFITS INFORMATION**

	<u>7/1/2011</u>	<u>7/1/2012</u>	<u>7/1/2013</u>	<u>7/1/2014</u>	<u>7/1/2015</u>
H&W	\$3.37	\$3.42	\$3.57	\$3.82	\$4.10
AccIns(Oregon)	3.10%	2.95%	3.14%	Unknown	Unknown
AccIns(Wash) Effective 1/1	.51035÷wg (eff 1/1/2011)	.40760÷wg (eff 1/1/2012)	.38780÷wg (eff 1/1/2013)	.40010÷wg	Unknown
Unemploy. Tax Effective 1/1	3.3%	3.3%	3.3%	3.1%	Unknown

	WAGE:	WAGE:	WAGE:	WAGE:	WAGE:
Food Court Attendant (PDX)	\$11.28	\$11.43	\$11.68	\$11.98	\$12.28
Janitor	\$12.45	\$12.60	\$12.85	\$13.15	\$13.45
Designated Custodian	\$12.65	\$12.80	\$13.05	\$13.35	\$13.65
Floor Care	\$13.10	\$13.25	\$13.50	\$13.80	\$14.10
Utility	\$12.80	\$12.95	\$13.20	\$13.50	\$13.80
Lead	\$13.10	\$13.25	\$13.50	\$13.80	\$14.10
Supervisor	\$17.02	\$17.16	\$17.50	\$17.91	\$18.31

**FOR COMPARISON, NON-UNION WORKERS (wages vary per Wage Det.)
FEDERAL WD, HEALTH & WELFARE RATE**

<u>6/1/2007</u>	<u>6/1/2008</u>	<u>6/1/2009</u>	<u>6/22/2010</u>	<u>6/17/2011</u>	<u>6/17/2012</u>	<u>6/19/2013</u>
\$3.16	\$3.24	\$3.35	\$3.50	\$3.59	\$3.71	\$3.81

EXCEPTIONAL SERVICE HOURLY RATE

	<u>7/04</u>	<u>7/07</u>	<u>7/08</u>	<u>7/09</u>	<u>7/10</u>	<u>7/11</u>	<u>7/12</u>	<u>7/13</u>	<u>7/14</u>
Regular:	\$19.00	\$21.00	\$22.50	\$23.00	\$23.00	\$24.00	\$24.85	\$25.00	\$28.00
O-T, wknds, holidays:	\$25.00	\$26.50	\$28.00	\$28.50	\$28.50	\$29.50	\$30.35	\$30.50	\$33.50

**Portland Habilitation Center, Inc.
Janitors Union Health & Welfare Rate
(Projected) July 1, 2014 through June 30, 2015**

The calculation for the Health & Welfare rate is as follows:

Health & Dental Ins., Union H&W	\$586.12 X 12 mos.	<u>\$7,033.44/YR.</u>
	(\$545.21 EE only; \$627.03 EE + family)	

Insurance rate per hour	\$7,033.44 / 2080 hrs.	\$3.38
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Pension contribution per hour (avg)		\$.44
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Total Health & Welfare rate per hour		<u>\$3.82</u>
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PORTLAND HABILITATION CENTER INC

Premium estimate for Guaranteed Cost Plan

Period: 07/01/2013 - 07/01/2014

Policy: 256990

Plan: 1

Class	Description	Estimated Payroll	Rate	Estimated Premium
8742	Field Representatives	\$438,929	.29	\$1,273
8810	Office Clerical	\$1,101,101	.18	\$1,982
8837	+ Charitable/Welfare Orgn-Al Op-Dr	\$11,149,816	<u>2.59</u>	\$288,780
7090 M	Vessels-Boat Livery-State Act	\$0	8.02	\$0

Total Payroll \$12,689,846

Manual Premium

\$292,035

+ Experience Rating Modification
Modified Premium

x 1.12
\$327,079

Balance to Minimum Premium Maritime

+ \$100

Standard Premium

\$327,179

Premium Discount

- \$51,218

Discounted Premium

\$275,961

Terrorism Premium

+ \$1,269

Catastrophe Premium

+ \$1,269

DCBS Premium Assessment @ 6.2%

+ \$17,261

Total Premiums and Assessments

\$295,760

Premium discount schedule

First	\$3,500	0.0%
Next	\$14,500	10.0%
Next	\$82,000	15.0%
Over	\$100,000	16.5%

Eff 7/1/2013

Payroll Reporting Frequency: Quarterly

Maritime coverage at limit of \$500,000 with \$100 minimum premium.

+ Terrorism premium = total payroll / 100 x .01

+ Catastrophe premium = total payroll / 100 x .01

DCBS Premium Assessment excludes federal premium.

Premium and rating factors will change on your anniversary rating date to those in effect at that time.

Your policy premium is based on your current estimated premium and may be prorated for policies issued for less than a full year or adjusted based on actual payroll by classification.

Policy_Proposal_Packet_PremEst

Created on 06/20/2013

Eff 7/1/2013, the rate is as follows:

Modified Terrorism Catastrophe DCBS Premium
Premium Premium Premium Assessment (6.2%)
((2.59 x 1.12) + ((2.59 x 1.12)*.01) + ((2.59 x 1.12)*.01) + ((2.59 x 1.12)*.062) = 3.14%



Portland Habilitation Center, Inc.
Unemployment Tax

Portland Habilitation Center, Inc. (PHC) pays for unemployment on a reimbursable status with the State of Oregon. Only non-profit organizations are allowed to pay for actual unemployment claims versus paying a tax rate. Our unemployment claims vary greatly from period to period, depending on turnover. While the actual quoted rates also vary from 1% to the highest rate of 5.4%, we are taking a more moderate, reasonable approach, by consistently using the tax rate given to new businesses in the State of Oregon to cost our contracts.

The tax rate given to new employers as of January 1, 2014, is 3.1%, as posted on the web (www.oregon.gov/employ/tax) under State Tax Rates, checked and printed on 1/3/2014. This rate information is also available by calling the Oregon Employment Tax Division, at 1-503-947-1488.

